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| Position Title:    | Assistant Director           |
| Department:        | BOARD OF PILOT COMMISSIONERS |
| Final Filing Date: | Friday, September 14, 2012   |
| Bulletin ID:       | 11032011_6                   |

The Above-Named Examination Bulletin is Amended as Follows:

Information is being provided regarding the location of the position:

660 Davis Street San Francisco, CA 94111

Due to a system problem, the correct final filing date should read "Until Filled". Please disregard the March 14, 2012 deadline.



## BOARD OF PILOT COMMISSIONERS CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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| <b>DEPARTMENT:</b>     | BOARD OF PILOT COMMISSIONERS      | <b>RELEASE DATE:</b>               | Monday, January 30, 2012   |
| <b>POSITION TITLE:</b> | Assistant Director                | <b>FINAL FILING DATE:</b>          | Until Filled               |
| <b>CEA LEVEL:</b>      | CEA 3                             | <b>EXTENDED FINAL FILING DATE:</b> | Friday, September 14, 2012 |
| <b>SALARY RANGE:</b>   | \$ 8,594.00 - \$ 9,476.00 / Month | <b>BULLETIN ID:</b>                | 11032011_6                 |

### POSITION DESCRIPTION

The Assistant Director is under the general supervision of the Executive Director for the Board of Pilot Commissioners (Board). The Assistant Director is responsible for the day-to-day supervision of the Board staff, investigators, and consultants providing ongoing services. The Assistant Director is appointed by and serves at the pleasure of the Secretary of the Business, Transportation and Housing Agency.

This position is pending control agency approval.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

#### Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in

Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

## **DESIRABLE QUALIFICATION(S)**

In addition to the knowledge and abilities covered in this bulletin, the following qualifications will be used to provide the basis for evaluating each candidate's Statement of Qualifications:

Strategic planning.

Ability to communicate.

Present complex reports to large audiences and testify before government agencies and legislative committees.

Coordinate with other state and federal agencies charged with protecting the environment and public safety in the San Francisco Bay Area.

Develop and establish program priorities, goals, and objectives.

Resolve complex and sensitive programmatic and policy issues and problems.

Assume the duties of the Executive Director, if necessary.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Director**, with the **BOARD OF PILOT COMMISSIONERS**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination process will consist of an application, resume, and Statement of Qualifications evaluation by a Business, Transportation and Housing Agency evaluation committee. All interested applicants must file an Examination Employment Application (STD. 678, Rev. 6-10), a resume, and a Statement of Qualifications. All applications/resumes must include "to" and "from" employment dates (month/day/year). The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications and desirable qualifications. Based on the competitiveness of the group, the most qualified candidates may be scheduled for an interview as part of the examination process.

## FILING INSTRUCTIONS

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

BOARD OF PILOT COMMISSIONERS, c/o California Highway Patrol, Examination Services  
P. O. Box 942898, Sacramento, CA 94298-0001  
Connie Apodaca | (916) 843-3820 | [capodaca@chp.ca.gov](mailto:capodaca@chp.ca.gov)

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The BOARD OF PILOT COMMISSIONERS reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)